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## 1220.0 - ANZSCO - Australian and New Zealand Standard Classification of Occupations, First Edition, Revision 1

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The Australian and New Zealand Standard Classification of Occupations (ANZSCO) First Edition (cat. no. 1220.0) was released in September 2006.

Revision 1 is the first update to ANZSCO First Edition and includes minor changes to the classification structure and definitional changes for some occupations.

This product comprises an explanation of the conceptual basis of the classification, the classification structure and definitions for all levels of the classification (major, sub-major, minor and unit groups and occupations). The primary purpose of this product is to aid in the interpretation of ABS and Statistics New Zealand occupation statistics classified to ANZSCO.

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### Search ANZSCO Titles

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### SEARCH FACILITY

A new feature for ANZSCO First Edition is the availability of a web-based search function. Simply type in a keyword/s and a list of possible ANZSCO codes and occupation titles is displayed. Once the most appropriate code and title is located, click the code to show the occupation definition.

This search facility is intended to help users find occupation definitions. As such, it is not suitable for use as the principal means of assigning ANZSCO codes to occupation information obtained from sources such as statistical collections, human resource management records or job vacancy advertisements.

The titles used in ANZSCO are intended to convey the clearest possible idea of the nature of the particular occupation. However, in some instances, the same job titles are used by different industries to describe different occupations (e.g. business analyst). The search facility is also not an exhaustive list of all titles used by people to describe an occupation (e.g. brickie).

Users wanting to assign ANZSCO codes to occupation information are advised to use the relevant computer coding systems developed by the Australian Bureau of Statistics and Statistics New Zealand.

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### ABBREVIATIONS

The following symbols and abbreviations are used in this publication:

ABS	Australian Bureau of Statistics
ANZSCO	Australian and New Zealand Standard Classification of Occupations First Edition
ANZSCO Revision 1	Australian and New Zealand Standard Classification of Occupations First Edition Revision 1
AQF	Australian Qualifications Framework
ASCO	Australian Standard Classification of Occupations
Aus	Australia
GIS	geographic information system
ICT	information and communication technology
ILO	International Labour Organization
ISCO	International Standard Classification of Occupations
nec	not elsewhere classified
nfd	not further defined
NZ	New Zealand
NZ Register	New Zealand Register of Quality Assured Qualifications
NZSCO	New Zealand Standard Classification of Occupations
Statistics NZ	Statistics New Zealand

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### OVERVIEW

The Australian and New Zealand Standard Classification of Occupations (ANZSCO) is the product of a development program undertaken jointly by a project team from the Australian Bureau of Statistics (ABS), Statistics New Zealand (Statistics NZ) and the Australian Government Department of Education, Employment and Workplace Relations for use in the collection, publication and analysis of occupation statistics.

ANZSCO provides a basis for the standardised collection, analysis and dissemination of occupation data for Australia and New Zealand. The use of ANZSCO has resulted in improved comparability of occupation statistics produced by the two countries.

ANZSCO replaces the Australian Standard Classification of Occupations (ASCO) Second Edition and the New Zealand Standard Classification of Occupations (NZSCO) 1999 used in Australia and New Zealand, respectively. ANZSCO is intended to provide an integrated framework for storing, organising and reporting occupation-related information in both statistical and client-oriented applications, such as matching job seekers to job vacancies and providing career information.

ANZSCO has been used in ABS and Statistics NZ censuses and surveys where occupation data are collected

from 2006. ANZSCO has also been progressively introduced into administrative data collections.

## **BACKGROUND TO THE DEVELOPMENT OF ANZSCO**

In support of the Australia-New Zealand Closer Economic Relations Trade Agreement, the ABS and Statistics NZ have a policy of working towards developing harmonised statistical classifications.

The benefits of developing a joint occupation classification were noted as being the ability to produce a more up-to-date, relevant and conceptually sound classification, and the improved capacity for analysis of trans-Tasman labour market data.

The development of ANZSCO commenced in 2002 as a joint project between the ABS, Statistics NZ and the Australian Government Department of Education, Employment and Workplace Relations.

Formal consultations with stakeholders in Australia and New Zealand were undertaken between 2002 and 2005. These consultations informed stakeholders of progress and sought their views on a number of key issues affecting the overall design and structure of ANZSCO.

Early in the development of ANZSCO, it was necessary to agree on a common basis for harmonising the classification across the two countries recognising that some restructuring, expansion and contraction of the existing classifications would be necessary. For Australian users, a high level of comparability was maintained with ASCO Second Edition, by minimising the extent to which ASCO Second Edition unit groups were split and re-aggregated when designing ANZSCO unit groups.

However, for New Zealand users, moving from NZSCO 1999 to ANZSCO will involve structural change as well as a significant increase in the number of occupations. It is acknowledged that a consequence of this will be a time series break from NZSCO 1999 at all levels of the classification.

## **UNDERSTANDING ANZSCO**

To assist users to understand the detailed structure and content of ANZSCO, and to assist in interpreting statistics classified to it, the following information has been provided:

- explanation of the conceptual basis of ANZSCO
- description of the principal differences between ANZSCO and ASCO Second Edition and NZSCO 1999

- explanation of the classification structure and codes
- explanation of the format of the ANZSCO occupation and group definitions
- definitions for all major, sub-major, minor and unit groups and occupations
- correspondence tables between ANZSCO and ASCO Second Edition and NZSCO 1999.

## **UPDATES TO ANZSCO**

An important consideration when developing a statistical classification is the need to build in sufficient robustness to allow for long-term usage. This robustness facilitates meaningful time series analysis of data assigned to that classification.

It is recognised that, for non-statistical uses of ANZSCO, there is a need for a classification which reflects the contemporary labour markets in Australia and New Zealand. To meet this need, minor updates to ANZSCO will be considered every two to three years.

To minimise disruption to time series data, updates will only be made at the occupation and possibly the unit group level. Updates will take the form of including newly emerging occupations and/or unit groups, merging declining occupations and/or unit groups with other occupations and/or unit groups, or changing titles of occupations and/or unit groups.

## **ANZSCO REVISION 1**

In November 2007, representatives of the ABS, Statistics NZ and the Australian Government Department of Education, Employment and Workplace Relations met and agreed to undertake the first minor review of ANZSCO.

The aim of the revision was to help ensure that ANZSCO remains a contemporary reflection of the Australian and New Zealand labour markets. This aim was constrained by the need to minimise disruption to data already classified to ANZSCO.

To achieve this, the primary focus of the review was to make changes at the occupation (6-digit) level of the classification, and included the addition of new occupations and specialisations within occupations, changes to the titles of existing occupations, and amendments to definitions to update and help clarify the scope and content of certain occupations. Changes to the position of occupations within the structure were not considered because of the associated negative consequences for time-series occupation data. No changes were made to the skill level of occupations already existing in ANZSCO.

New occupations were only added where they were found to be statistically viable. That is, they met the minimum size guideline (as outlined in 'Statistical balance') and they would be able to be accurately and consistently identified in statistical surveys, censuses and administrative collections.

In the interests of maintaining data comparability at major, sub-major, minor and unit group levels, no structural changes were made to these levels. A number of title and definition changes were made to improve clarity. No new unit or minor groups were added.

The number of occupations identified in ANZSCO Revision 1 is a net increase of 16 occupations compared to ANZSCO, 28 occupations compared to ASCO Second Edition and 449 occupations compared to NZSCO 1999.

## **CODING OCCUPATION INFORMATION**

By themselves, the classification structure and the definitions are not intended as the primary means of assigning information about particular jobs to ANZSCO classes. Care needs to be taken when assigning information about particular jobs to ANZSCO classes because the same job titles can be used in different industries to describe different occupations (e.g. business analyst). Additionally, the titles used in ANZSCO are not an exhaustive list of all titles used by people to describe an occupation (e.g. brickie).

To consistently and reliably allocate occupation information, such as responses from statistical collections, to any level of the ANZSCO structure, the minimum information required is occupation title and task. Restricted use can also be made of industry and employer information when it is available.

To enable easier and faster coding of occupation information, the ABS and Statistics NZ have developed their own Windows-based coding systems. These coding systems are based on an index (or codefile) of responses given in ABS and Statistics NZ collections and are rule-based to ensure that coding is performed in an accurate, consistent and efficient manner. Primary importance is given to the occupation title. Extensive use is also made of main tasks performed in the job.

Further information on the ABS and Statistics NZ coding systems can be obtained from the ABS National Information and Referral Service on 1300 135 070 or Statistics NZ's Information Centre on 0508 525 525.

## ALTERNATIVE VIEWS

While the main classification structure of ANZSCO Revision 1 should be used for output covering the whole labour force, at times, it may be useful to look at alternative (or thematic) views of specific groups of occupations on the basis of the main goods and services produced or provided by an employee. Such alternative views span different parts of ANZSCO.

Alternative views are seen to be a useful adjunct to the main ANZSCO structure. Therefore, a set of alternative views has been developed to facilitate meaningful and consistent comparison of employment in various 'industry' sectors between different data sources and across time.

At this stage, alternative views have been developed for agriculture, health, culture and leisure, hospitality and tourism, and information and communication technology (ICT). These alternative views are available in electronic format from the ABS website.

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### SCOPE OF THE CLASSIFICATION

The scope of ANZSCO is all occupations and jobs in the Australian and New Zealand labour markets undertaken for pay or profit, including jobs occupied by people working for themselves.

ANZSCO is not designed to cover work not undertaken for pay or profit, for example voluntary work. However, this does not preclude ANZSCO from describing such activities.

Occupations that are wholly illegal in New Zealand and all States and Territories of Australia are excluded from ANZSCO.

### OVERVIEW OF ANZSCO STRUCTURE

The structure of ANZSCO has five hierarchical levels - major group, sub-major group, minor group, unit group and occupation. The categories at the most detailed level of the classification are termed 'occupations'. These are grouped together to form 'unit groups', which in turn are grouped into 'minor groups'. Minor groups are aggregated to form 'sub-major groups' which in turn are aggregated at the highest level to form 'major groups'.

These are the same hierarchical levels that were used in ASCO Second Edition and NZSCO 1999.

## **CONCEPTUAL MODEL**

ANZSCO is a skill-based classification used to classify all occupations and jobs in the Australian and New Zealand labour markets.

To do this, ANZSCO identifies a set of occupations covering all jobs in the Australian and New Zealand labour markets, defines these occupations according to their attributes and groups them on the basis of their similarity into successively broader categories for statistical and other types of analysis. The individual objects classified in ANZSCO are jobs.

In ANZSCO, occupations are organised into progressively larger groups on the basis of their similarities in terms of both skill level and skill specialisation.

The conceptual model adopted for ANZSCO uses a combination of skill level and skill specialisation as criteria to design major groups which are meaningful and useful for most purposes. The eight major groups are formed by grouping together sub-major groups using aspects of both skill level and skill specialisation. In designing the major groups, intuitive appeal and usefulness in both statistical and administrative applications were also important considerations.

The skill level criterion is applied as rigorously as possible at the second level of the classification, the sub-major group level, together with a finer application of skill specialisation than that applied at the major group level. Each sub-major group is made up of a number of minor groups.

Minor groups are distinguished from each other mainly on the basis of a finer application of skill specialisation than that applied at the sub-major group level. Within minor groups, unit groups are distinguished from each other on the basis of skill specialisation and, where necessary, skill level.

Virtually all unit groups are at one skill level. There are only ten unit groups which contain occupations at more than one skill level. In all but two of these unit groups, the vast majority of jobs classified to the unit group are at one skill level only. Data stored at unit group level can therefore be aggregated by skill level with a high

degree of validity.

Within unit groups, the distinction between occupations amounts to differences between tasks performed in occupations. All occupations are at one skill level.

As a result, data classified at the major group level will provide only a broad indication of skill level. Data at the sub-major group level will provide a satisfactory indication of skill level for many analytical purposes. Data classified at the unit group level will provide an accurate indication of skill level. Unit groups can, therefore, be aggregated by skill level to provide an indicative measure of occupations classified by skill level.

The distinctions between the various levels of ANZSCO are summarised in the following paragraphs.

## MAJOR GROUP

Major groups are:

- the broadest level of ANZSCO
- formed using a combination of skill level and skill specialisation to create groups which are meaningful and useful for most (statistical and administrative) purposes.

## SUB-MAJOR GROUP

Sub-major groups are:

- subdivisions of the major groups
- distinguished from other sub-major groups in the same major group on the basis of skill level and a broad application of skill specialisation.

## MINOR GROUP

Minor groups are:

- subdivisions of the sub-major groups
- distinguished from other minor groups in the same sub-major group mainly on the basis of a less broad application of skill specialisation.

## UNIT GROUP

Unit groups are:



- subdivisions of the minor groups
- distinguished from other unit groups in the same minor group on the basis of a finer application of skill specialisation and, where necessary, skill level.

## OCCUPATION

Occupations are:

- the most detailed level of ANZSCO
- subdivisions of the unit groups
- distinguished from other occupations in the same unit group on the basis of detailed skill specialisation
- sets of jobs which involve the performance of a common set of tasks.

## UNDERLYING CONCEPTS

As noted in Conceptual model, the framework adopted for ANZSCO is based on the concepts of 'job' and 'occupation'. The concept of 'occupation' is based on the concepts of 'skill level' and 'skill specialisation'.

Understanding these concepts is fundamental to understanding ANZSCO. These concepts are defined in the following sections.

### **The concept of job**

A 'job' is defined as a set of tasks designed to be performed by one person for an employer (including self-employment) in return for payment or profit. Individual persons are classified by occupation through their relationship to a past, present or future job.

Any particular job will typically involve an individual working for a particular employer and undertaking a particular set of tasks. People working for themselves are considered as having a job and belonging to the labour force.

### **The concept of occupation**

The categories at the most detailed level of the ANZSCO structure are called 'occupations'. An 'occupation' is defined as a set of jobs that require the performance of similar or identical sets of tasks. As it is rare for two actual jobs to have identical sets of tasks, in practical terms, an 'occupation' is a set of jobs whose main tasks are characterised by a high degree of similarity.

The similarity of tasks is defined in ANZSCO as a function of the level and specialisation of skill required to perform those tasks. Skill is defined as the ability to competently perform the tasks associated with an occupation.

It follows that ANZSCO classifies occupations according to two criteria - skill level and skill specialisation.

### **The concept of skill level**

In ANZSCO, skill level is defined as a function of the range and complexity of the set of tasks performed in a particular occupation. The greater the range and complexity of the set of tasks, the greater the skill level of an occupation.

Skill level is measured operationally by:

- the level or amount of formal education and training
- the amount of previous experience in a related occupation, and
- the amount of on-the-job training

required to competently perform the set of tasks required for that occupation.

In general, the greater the range and complexity of the set of tasks involved, the greater the amount of formal education and training, previous experience and on-the-job training required to competently perform the set of tasks for that occupation.

Formal education and training refers to the level and amount of education and training required for competent performance of the tasks required in an occupation. It is measured in terms of educational qualifications as set out in the Australian Qualifications Framework (AQF) and the New Zealand Register of Quality Assured Qualifications (NZ Register). Details of the AQF and the NZ Register, as they were at the time of the development of ANZSCO, can be found at Appendixes B and C, respectively.

Previous experience refers to the time spent gaining work experience in related occupations or activities required for the competent performance of the tasks in an occupation. It is measured in months or years.

On-the-job training refers to the amount of training required after commencing work in an occupation for competent performance of the tasks in that occupation. It is measured in months or years, and may be

undertaken at the same time as formal training.

ANZSCO does not measure the skill level of an individual, rather it refers to the level of skill that is typically required to competently perform the tasks of a particular occupation. Skill level is an attribute of occupations, not of individuals in the labour force or of particular jobs. It is irrelevant whether a particular individual working in a job in a particular occupation has a certain amount of training or a particular level of competence or not.

For example, a person who spreads mortar and lays bricks for a living has the occupation Bricklayer, regardless of whether he or she is an exceptionally competent bricklayer with many years of experience and post-trade qualifications, or an inexperienced bricklayer with no formal qualifications and a low level of competence. The skill level of the occupation Bricklayer is determined on the basis of that typically required for competent performance.

ANZSCO assigns occupations to one of five skill levels. In determining the skill level of each occupation in ANZSCO, advice was sought from employers, industry training bodies, professional organisations and others to ensure that the information is as accurate and meaningful as possible. The determination of boundaries between skill levels is based on the following definitions.

#### SKILL LEVEL 1

Occupations at Skill Level 1 have a level of skill commensurate with a bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### SKILL LEVEL 2

Occupations at Skill Level 2 have a level of skill commensurate with one of the following:

- NZ Register Diploma or
- AQF Associate Degree, Advanced Diploma or Diploma.

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### SKILL LEVEL 3

Occupations at Skill Level 3 have a level of skill commensurate with one of the following:

- NZ Register Level 4 qualification
- AQF Certificate IV or
- AQF Certificate III including at least two years of on-the-job training.

At least three years of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### SKILL LEVEL 4

Occupations at Skill Level 4 have a level of skill commensurate with one of the following:

- NZ Register Level 2 or 3 qualification or
- AQF Certificate II or III.

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience may be required in addition to the formal qualification.

#### SKILL LEVEL 5

Occupations at Skill Level 5 have a level of skill commensurate with one of the following:

- NZ Register Level 1 qualification
- AQF Certificate I or
- compulsory secondary education.

For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification.

In some instances, no formal qualification or on-the-job training may be required.

#### **The concept of skill specialisation**

Skill specialisation is defined as a function of:

- field of knowledge required
- tools and equipment used
- materials worked on, and
- goods or services produced or provided.

Field of knowledge required refers to the subject matter knowledge that is essential for satisfactory

performance of the tasks of an occupation.

Tools and equipment used includes all forms of plant, machinery, computer-based equipment or hand tools used in the performance of the tasks, as well as intellectual tools such as personal interaction, and art or design techniques.

- The term plant is used to describe mobile or stationary equipment which is large in size, performs several related functions, and is usually controlled by an internally located operator.
- The term machinery is used to describe stationary equipment which is not as large as plant, performs one processing function and is usually controlled by an externally located operator.
- The term hand tools is used to describe equipment which is small enough to be moved by one person.

Materials worked on refers to materials of both a tangible and abstract nature which are extracted, processed, transformed, refined or fabricated as an essential part of the tasks performed. Examples of materials worked on include wood, metal, livestock, accounting data, text, people and organisations.

Goods or services produced or provided refers to the end product of the performance of the tasks of an occupation including physical goods, personal or other services, or abstract goods such as a software application or statistical information.

### **Employability skills**

In developing the skill specialisation criteria for ANZSCO, employability skills were considered as a possible additional dimension of skill specialisation. There are two facets to employability skills, personal attributes such as loyalty, commitment and motivation, and generic skills, including communication, team work and problem-solving. Employers are increasingly using employability skills in conjunction with technical or job-specific skills when assessing the suitability of an individual for a particular occupation. Since these employability skills are applicable to most occupations, it was decided not to include them as classification criteria for ANZSCO.

Further discussion on employability skills can be found in Appendix D.

### **DESIGN CONSTRAINTS**

One of the primary purposes of a statistical classification is to provide a simplification of the real world, which is a useful framework for collecting and analysing data from both statistical and administrative collections. To achieve this end, there are a number of practical considerations which impinged on the design of ANZSCO.

## Statistical balance

As a general principle, a classification used for the dissemination of statistics should not have categories at the same level in its hierarchy which are too disparate in their population size. That is, similar numbers of real world entities should be classified to each category at a particular level. This approach serves to minimise large variations in standard errors and the suppression of cells in statistical tables at particular levels of the structure when using output from sample surveys. It also allows the classification to be used effectively for the cross-tabulation of aggregate data.

Categories which have been defined to reflect the real world, however, will not always be statistically balanced. To force categories to conform to size limitations would mean that the categories would not always be meaningful or useful.

In developing ANZSCO, a balance between these competing requirements was sought. The following minimum and maximum size guidelines were considered in designing the categories at each level of ANZSCO. For inclusion in ANZSCO, a category ideally fitted within the range listed below for either Australia or New Zealand.

	Australia	New Zealand
Major Group	500,000 to 1,500,000	100,000 to 300,000
Sub-Major Group	100,000 to 300,000	30,000 to 100,000
Minor Group	50,000 to 150,000	10,000 to 30,000
Unit Group	5,000 to 30,000	3,000 to 10,000
Occupation	300 to 10,000	100 to 5,000

Some exceptions, however, were made for occupations, or groups of occupations, of particular strategic or labour market significance.

## Statistical feasibility

Another consideration affecting the design of ANZSCO was the statistical feasibility of the categories. That is, whether it is possible to accurately and consistently distinguish between the categories in the classification on the basis of responses to questions which can reasonably be asked in statistical collections such as population censuses and labour force surveys.

## Time series comparability with ASCO Second Edition

Early in the development of ANZSCO, it was decided to try to maintain comparability, as far as practical, with ASCO Second Edition at the unit group level. This was achieved by minimising the extent to which ASCO Second Edition unit groups were split and re-aggregated when designing ANZSCO unit groups.

It was acknowledged that doing so would result in a major time series break from NZSCO 1999 for New Zealand users at all levels of the classification.

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### COMPARISON BETWEEN ANZSCO, ASCO SECOND EDITION AND NZSCO 1999

This section provides a broad comparison between ANZSCO and ASCO Second Edition and NZSCO 1999. The detailed relationship between ANZSCO, ASCO Second Edition and NZSCO 1999 is explored in the correspondence tables (concordances) between ANZSCO and ASCO Second Edition, and ANZSCO and NZSCO 1999. See Correspondences.

#### Number of categories in classification structures

The following table indicates the number of categories at each level for the respective classifications.

Hierarchical Level	ANZSCO Revision 1	ANZSCO	ASCO Second Edition	NZSCO 1999
Major Group	8	8	9	9
Sub-Major Group	43	43	35	25
Minor Group	97	97	81	99
Unit Group	358	358	340	260
Occupation	1 014	998	986	565

#### Comparison between ANZSCO, ASCO Second Edition and NZSCO 1999 Major Groups



The following table compares the major group titles for ANZSCO, ASCO Second Edition and NZSCO 1999. Note that this table does not provide a correspondence between the three classifications.

ANZSCO	ASCO Second Edition	NZSCO 1999
1 Managers	1 Managers and Administrators	1 Legislators, Administrators and Managers
2 Professionals	2 Professionals	2 Professionals
3 Technicians and Trades Workers	3 Associate Professionals	3 Technicians and Associate Professionals
4 Community and Personal Service Workers	4 Tradespersons and Related Workers	4 Clerks
5 Clerical and Administrative Workers	5 Advanced Clerical and Service Workers	5 Service and Sales Workers
6 Sales Workers	6 Intermediate Clerical, Sales and Service Workers	6 Agriculture and Fishery Workers
7 Machinery Operators and Drivers	7 Intermediate Production and Transport Workers	7 Trades Workers
8 Labourers	8 Elementary Clerical, Sales and Service Workers	8 Plant and Machine Operators and Assemblers
	9 Labourers and Related Workers	9 Elementary Occupations

The full list of codes and titles for all groups in ASCO Second Edition can be found at <https://www.abs.gov.au>. The full list of codes and titles for all groups in NZSCO 1999 can be found at <http://www.stats.govt.nz>.

## MAIN DIFFERENCES BETWEEN ANZSCO AND ASCO SECOND EDITION

While the classification criteria for ANZSCO are essentially the same as those used for ASCO Second Edition, the application of the skill level criterion has changed. In ASCO Second Edition, the skill level required for entry to an occupation was considered. In ANZSCO, it is the skill level required for competent performance of the set of tasks associated with the occupation which is used.

The use of both skill level and skill specialisation to define the major groups in ANZSCO compared to just skill level in ASCO Second Edition has resulted in major groups which are more intuitively appealing and useful than their ASCO Second Edition predecessors. Accordingly, there have been changes to the way some occupations are classified in ANZSCO.

### Associate Professionals

This ASCO Second Edition major group has been discontinued in ANZSCO. These occupations have been spread across a number of ANZSCO major groups. The major changes are:

Science, Engineering and Related Associate Professionals, ASCO Second Edition Sub-Major Group 31, are classified to ANZSCO Major Group 3 Technicians and Trades Workers, Sub-Major Group 31 Engineering, ICT and Science Technicians.

Finance Associate Professionals, ASCO Second Edition Minor Group 321, are classified to ANZSCO Major Group 2 Professionals, Minor Group 222 Financial Brokers and Dealers, and Investment Advisers.

Office Managers, ASCO Second Edition Unit Group 3291, and Project and Program Administrators, ASCO Second Edition Unit Group 3292, are classified to ANZSCO Major Group 5 Clerical and Administrative Workers, Sub-Major Group 511 Office Managers and Program Administrators.

Managing Supervisors (Sales and Service), ASCO Second Edition Sub-Major Group 33, are mainly classified to ANZSCO Major Group 1 Managers, Sub-Major Group 14 Hospitality, Retail and Service Managers.

Health and Welfare Associate Professionals, ASCO Second Edition Sub-Major Group 34, are classified to ANZSCO Major Group 4 Community and Personal Service Workers, Sub-Major Group 41 Health and Welfare Support Workers.

### **Clerical, sales and service occupations**

ASCO Second Edition Major Group 5 Advanced Clerical and Service Workers, Major Group 6 Intermediate Clerical, Sales and Service Workers, and Major Group 8 Elementary Clerical, Sales and Service Workers have been disaggregated and reorganised in ANZSCO into three intuitively appealing major groups.

There is now one major group which covers all clerical occupations - Major Group 5 Clerical and Administrative Workers, one major group which covers all sales occupations - Major Group 6 Sales Workers, and one major group which covers all service workers - Major Group 4 Community and Personal Service Workers.

### **Information and communication technology (ICT) occupations**

ANZSCO identifies a greater number of ICT unit groups and occupations compared to ASCO Second Edition.

In ANZSCO Revision 1, there are 13 ICT unit groups and 37 ICT occupations. This compares to three unit groups and nine occupations in ASCO Second Edition.

### **Apprentices, trainees and supervisors**

ASCO Second Edition identified a number of apprentice, trainee and supervisory occupations. ANZSCO does not separately identify such occupations.

In ANZSCO, apprentice and trainee occupations are classified together with their 'parent' or future occupation. Supervisory occupations are classified together with the occupations whose tasks they supervise.

### **MAIN DIFFERENCES BETWEEN ANZSCO AND NZSCO 1999**

While the classification criteria for ANZSCO are essentially the same as those used for NZSCO 1999, ANZSCO provides a greater definition of skill level, and the application of the skill level criterion is more rigorous compared to NZSCO 1999. The structure and conceptual basis of NZSCO 1999 was closer to that of the International Standard Classification of Occupations (ISCO) than ANZSCO.

The introduction of ANZSCO has resulted in there being more occupations than contained in NZSCO 1999. It has also meant major changes to the way some occupations were classified in NZSCO 1999. Some of the major changes are listed below.

### **Agriculture and Fishery Workers**

This NZSCO 1999 major group has been discontinued in ANZSCO. These occupations have been spread across a number of ANZSCO major groups. The major changes are:

Farmers and farm managers are classified to ANZSCO Major Group 1 Managers, Sub-Major Group 12 Farmers and Farm Managers.

Farm and forestry workers are classified to ANZSCO Major Group 8 Labourers, Sub-Major Group 84 Farm, Forestry and Garden Workers.

Gardeners, greenkeepers and nurserypersons are classified to ANZSCO Major Group 3 Technicians and Trades Workers, Minor Group 362 Horticultural Trades Workers.

Gardening and nursery labourers are classified to ANZSCO Major Group 8 Labourers, Sub-Major Group 84 Farm, Forestry and Garden Workers.

### **Associate Professionals**

This NZSCO 1999 major group has been discontinued in ANZSCO. These occupations have been spread across a number of ANZSCO major groups. The major changes are:

Physical Science and Engineering Associate Professionals, NZSCO 1999 Sub-Major Group 31, are mostly classified to ANZSCO Major Group 3 Technicians and Trades Workers, Sub-Major Group 31 Engineering, ICT and Science Technicians.

Ship and Aircraft Controllers and Technicians, NZSCO 1999 Minor Group 314, are classified to ANZSCO Major Group 2 Professionals, Minor Group 231 Air and Marine Transport Professionals.

Life Science Technicians and Related Workers, NZSCO 1999 Minor Group 321, are classified to ANZSCO Major Group 3 Technicians and Trades Workers, Sub-Major Group 31 Engineering, ICT and Science Technicians.

Health Associate Professionals, NZSCO 1999 Minor Group 322, and Nursing Associate Professionals, NZSCO 1999 Minor Group 323, are classified to ANZSCO Major Group 2 Professionals, Sub-Major Group 25 Health Professionals, and Major Group 4 Community and Personal Service Workers, Sub-Major Group 41 Health and Welfare Support Workers.

Writers, Artists, Entertainment and Sports Associate Professionals, NZSCO 1999 Minor Group 336, are classified to ANZSCO Major Group 2 Professionals, Sub-Major Group 21 Arts and Media Professionals, and Major Group 4 Community and Personal Service Workers, Sub-Major Group 45 Sports and Personal Service Workers.

## Sales and service occupations

NZSCO 1999 Major Group 5 Service and Sales Workers has been disaggregated and reorganised in ANZSCO into two major groups.

There is now one major group which covers all sales occupations - Major Group 6 Sales Workers, and one major group which covers all service workers - Major Group 4 Community and Personal Service Workers.

## Information and communication technology (ICT) occupations

ANZSCO identifies a greater number of ICT unit groups and occupations compared to NZSCO 1999.

In ANZSCO Revision 1, there are 13 ICT unit groups and 37 ICT occupations. This compares to two minor groups, three unit groups and seven occupations in NZSCO 1999.

## COMPARABILITY WITH ISCO

ISCO was developed by the International Labour Organization (ILO). ISCO was first issued in 1958 and revised versions were produced in 1968 and 1988. The main aims of ISCO are to provide a basis for international comparisons of occupation statistics between member countries and to provide a conceptual model for the development of national occupation classifications.

The current edition, ISCO-88, uses skill level and skill specialisation as criteria in the conceptual framework for the classification. Four broad skill levels are used, defined in terms of the educational categories and levels that appear in the International Standard Classification of Education 1976, published by the United Nations Educational, Scientific and Cultural Organization.

## Comparison between ANZSCO and ISCO-88

The following table indicates the number of categories at each level of ANZSCO and ISCO-88.

Hierarchical Level	ANZSCO Revision 1	ANZSCO	ISCO-88
Major Group	8	8	10

Sub-Major Group	43	43	28
Minor Group	97	97	116
Unit Group	358	358	390
Occupation	1 014	998	-

The occupation level is not defined in ISCO-88, as it is expected that individual countries will develop this level of detail to suit their requirements.

The following table compares the major group titles for ANZSCO and ISCO-88. Note that this table does not provide a correspondence between the two classifications.

<b>ANZSCO</b>	<b>ISCO-88</b>
1 Managers	1 Legislators, Senior Officials and Managers
2 Professionals	2 Professionals
3 Technicians and Trades Workers	3 Technicians and Associate Professionals
4 Community and Personal Service Workers	4 Clerks
5 Clerical and Administrative Workers	5 Service Workers and Shop and Market Sales Workers
6 Sales Workers	6 Skilled Agricultural and Fishery Workers
7 Machinery Operators and Drivers	7 Craft and Related Trades Workers
8 Labourers	8 Plant and Machine Operators and Assemblers
	9 Elementary Occupations
	0 Armed Forces

The ten major groups in ISCO-88 are broadly similar to the eight ANZSCO major groups. The most significant differences at major group level are:

ISCO-88 identifies Skilled Agricultural and Fishery Workers as a separate major group (Major Group 6), whereas ANZSCO includes Farmers and Farm Managers as a sub-major group in Major Group 1 Managers; Skilled Animal and Horticultural Workers as a sub-major group in Major Group 3 Technicians and Trades Workers; and Farm, Forestry and Garden Workers as a sub-major group in Major Group 8 Labourers.

ISCO-88 Major Group 3 Technicians and Associate Professionals (and equivalent major groups in ASCO Second Edition and NZSCO 1999) has no equivalent in ANZSCO.

A major group of Community and Personal Service Workers has been introduced for ANZSCO and has no

equivalent in ISCO-88.

In ISCO-88, jobs held by members of the armed forces are included in Major Group 0 Armed Forces. In ANZSCO, jobs held by members of the armed forces are classified with their civilian equivalents, where these exist, or to a number of defence force specific occupations.

ISCO-88 is currently being reviewed by the ILO.

## **CORRESPONDENCES**

### **ANZSCO and ASCO Second Edition and NZSCO 1999**

Detailed correspondence tables (concordances) have been developed between ANZSCO and ASCO Second Edition, and ANZSCO and NZSCO 1999. These correspondence tables show where one-to-one relationships exist between the occupations in ASCO Second Edition or NZSCO 1999 and ANZSCO, and where they do not.

The correspondence tables are available in electronic format from the ABS and Statistics NZ websites.

A summary correspondence table is included at Appendix A of this publication. This correspondence provides an overview of the relationship between ANZSCO and ASCO Second Edition and NZSCO 1999.

These correspondences are a conceptual link between ANZSCO and the classifications it replaces; ASCO Second Edition and NZSCO 1999.

In Australia, a detailed link file was produced following completion of data processing of the 2006 Census of Population and Housing which shows the numerical/proportional relationship between the categories of ASCO Second Edition and ANZSCO. A number of other ABS collections, including the Labour Force Survey, were dual-coded to both ASCO Second Edition and ANZSCO to assist in maintaining time series between the two classifications.

In New Zealand, the 2006 Census of Population and Dwellings was dual-coded to both NZSCO 1999 and

ANZSCO. A number of other Statistics NZ collections, including the Household Labour Force Survey, will be dual-coded to both NZSCO 1999 and ANZSCO to assist in maintaining time series between the two classifications.

## **ANZSCO and ISCO**

Detailed correspondences between ANZSCO and ISCO-88 are available in electronic format from the ABS and Statistics NZ websites. The correspondence between ANZSCO and ISCO-08 will be developed once ISCO-08 is released.

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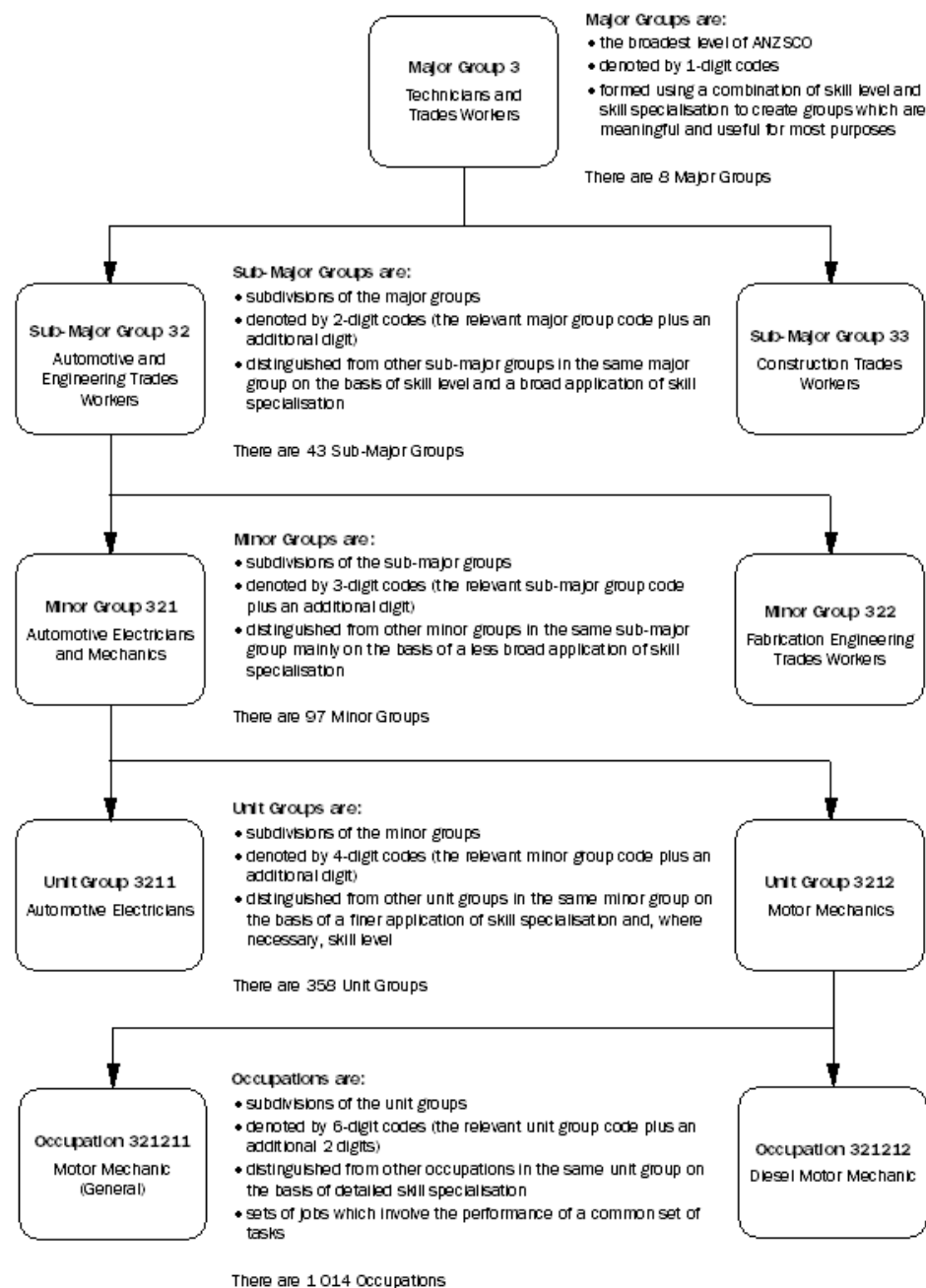
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### PROFILE AND SUMMARY OF ANZSCO STRUCTURE

The structure of ANZSCO has five hierarchical levels - major group, sub-major group, minor group, unit group and occupation. The categories at the most detailed level of the classification are termed 'occupations'. These are grouped together to form 'unit groups', which in turn are grouped into 'minor groups'. Minor groups are aggregated to form 'sub-major groups' which in turn are aggregated at the highest level to form 'major groups'.

These are the same hierarchical levels that are used in ASCO Second Edition and NZSCO 1999.

The following is a profile of the ANZSCO structure. The complete listing of the major, sub-major, minor and unit groups and occupations follows later in this chapter.



Each major group comprises a different number of sub-major, minor and unit groups and occupations. The following table illustrates the distribution of these categories between the major groups.

Major Group	Sub-Major Groups	Minor Groups	Unit Groups	Occupations
-------------	------------------	--------------	-------------	-------------

1 Managers	4	11	38	98
2 Professionals	7	23	100	313
3 Technicians and Trades Workers	7	21	66	177
4 Community and Personal Service Workers	5	9	36	104
5 Clerical and Administrative Workers	7	12	33	80
6 Sales Workers	3	5	19	37
7 Machinery Operators and Drivers	4	7	22	77
8 Labourers	6	9	44	128

## STANDARD CODE SCHEME

One, two, three, four and six-digit codes are assigned to the major, sub-major, minor and unit groups, and occupations respectively.

Within each major group, the sub-major groups are ordered firstly by skill level and then alphabetically. Residual 'other' sub-major groups are listed last. Sub-major groups comprising occupations at multiple skill levels have been ordered firstly on the basis of their highest predominant skill level, then alphabetically.

Within each sub-major group, the minor groups are ordered alphabetically, with the exception of residual 'miscellaneous' minor groups which are listed last. Similarly, within each minor group, the unit groups are ordered alphabetically, with the exception of the residual 'other' unit groups which are listed last.

The occupations within each unit group are essentially in alphabetical order, with the exception of 'general' occupations which are listed first, and residual 'not elsewhere classified' (nec) categories which are listed last. This ordering is more expedient than necessary and it is not considered that the addition of any new occupations, which may disrupt this ordering, will affect the usefulness of the classification.

The occupational profile of Australia and New Zealand is likely to change over time due to factors such as technological change and changes in the industrial profile of Australia and New Zealand. Therefore, from time to time, it may be necessary to add or delete occupations from the list of occupations separately identified in ANZSCO.

If it becomes necessary to identify an additional unit group or occupation, it will be allocated the next available

four or six-digit code in the numerical sequence of codes of the minor or unit group to which it is being added. Similarly, if a unit group or occupation ceases to have sufficient numbers of persons employed to justify it continuing to be separately identified in the classification and it is consequently deleted from the classification, its code would not be reallocated as this would be likely to cause confusion with time series data.

It should be noted that the separately identified occupations are not allocated codes ending with the digits '0' or '9'. These are special purpose codes used to denote supplementary or operational (not further defined) codes in the case of '0' and residual (not elsewhere classified) categories in the case of '9' (see Supplementary or operational codes and Codes reserved for residual categories).

The ANZSCO code scheme is devised so that any future changes to the classification structure can be easily accommodated. However, in order that the classification remains a standard, users should not make arbitrary changes to the structure. Rather, they should contact the ABS or Statistics NZ and identify any apparent problems they encounter in the course of implementation, data collection or data analysis. ANZSCO will be revised at a suitable time so that all users continue to use the standard classification.

### **Codes reserved for residual categories**

For each unit group of the classification structure, a six-digit code, consisting of the four digits of the unit group followed by the digits '99', is reserved as a residual 'not elsewhere classified' (nec) category. All occupations which are not separately identified in the classification structure are included in the 'nec' category of the unit group to which they relate. Residual categories are only identified in the classification structure if they are needed. ANZSCO currently identifies 79 'nec' categories.

The decision to include particular occupations in an 'nec' category rather than as substantive categories is based on their lack of numerical significance in Australia or New Zealand.

For each minor group, codes are reserved for residual categories at the unit group level. These codes consist of the minor group code followed by '9'. These categories are termed 'Other' and consist of separately identified occupations which do not fit into any of the unit groups contained within the minor group, on the basis of the classification criteria. The classification contains 21 'other' categories at the unit group level.

For each sub-major group, codes are also reserved for residual categories at the minor group level. These codes consist of the sub-major group code followed by '9'. These categories are termed 'Miscellaneous' and

consist of separately identified unit groups which do not fit into any of the minor groups contained within the sub-major group, on the basis of the classification criteria. The classification contains eight 'miscellaneous' categories at the minor group level.

For each major group, codes are reserved for residual categories at the sub-major group level. These codes consist of the major group code followed by '9'. These categories are termed 'Other' and consist of separately identified minor groups which do not fit into any of the sub-major groups contained within the major group, on the basis of the classification criteria. The classification contains three 'other' categories at the sub-major group level.

It should be noted that residual categories are part of the ANZSCO structure. They should not be created or used merely to 'dump' responses that cannot be coded to any separately identified category in the classification because of insufficient detail in the response. See Supplementary or operational codes.

### **Supplementary or operational codes**

Supplementary or operational codes are used in statistical collections to process inadequately described responses or for responses which are outside of the scope of the classification.

In Australia, these codes are of two types:

- six digit codes ending in two, three, four or five zeros; and
- six digit codes commencing with one zero.

Codes ending in zero are described as 'not further defined' (nfd) codes and are used to code responses which cannot be coded to the occupation level of the classification, but which can be coded to a higher level of the classification structure.

For example, responses which cannot be identified as relating directly to a particular occupation category, but which are known to be within the range of occupations within a particular unit group are coded to that unit group. Such responses are allocated an nfd code consisting of the four-digit code of the unit group followed by '00'. For instance, the response 'Internal Medicine Specialist' does not contain sufficient information to be coded directly to any particular occupation category, but it can be coded to Unit Group 2533 Specialist Physicians, which encompasses all internal medicine specialists. It is thus allocated the code 253300 Specialist Physicians, nfd.

Codes commencing with zero are used to process responses which do not provide sufficient information to be coded to any level of the structure. They are also used to process responses such as 'housewife', 'pensioner' and 'student', which are not covered by the current definition of the labour force (see [Standards for Labour Force Statistics](#), ABS cat. no. 1288.0). The standard set of such codes used in the ANZSCO Coding Index is available on request from the ABS.

Other codes commencing with zero may be defined by users to facilitate the processing and storage of data, when data sets coded to ANZSCO contain records for entities outside the scope of ANZSCO. For example, occupational activities which are wholly illegal in New Zealand and all States and Territories of Australia are excluded from ANZSCO.

In New Zealand, codes commencing with the digits '99' are used as supplementary or operational codes.

- The code '997000' is used for legitimate/valid responses, such as 'public servant', which cannot be coded to any single occupation category because there is insufficient supporting information to accurately code to a specific category. This code is called 'Response Unidentifiable'.
- The code '999000' is used for responses, such as 'housewife', 'pensioner' or 'student', which are not covered by the current definition of the labour force. This code is called 'Response Outside Scope'.
- The code '999999' is used for non-response. This code is called 'Not Stated'.

It should be noted that supplementary or operational codes are not part of the classification structure. They exist for operational reasons only, and no data would be coded to them if sufficiently detailed responses or responses within the scope of the classification were obtained in all instances.

## EXPLANATORY NOTES

The detailed structure of ANZSCO at each descending level of the classification can be found under the Downloads tab. This also shows the relationship between the groups and skill level.

The first three tables (Major Groups, Sub-Major Groups and Minor Groups) show the predominant skill levels applying to each group. Skill levels which apply to only a few occupations in each group are not shown.

In the next two tables (Unit Groups and Occupations), all skill levels applying to each group are shown.

A definitive list of all skill levels applying to each group in the classification is found in the definition for that group. See Definitions.

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### INTERPRETING ANZSCO OCCUPATION DEFINITIONS

ANZSCO is primarily a statistical classification designed to aggregate and organise data collected about jobs or individuals. The classification definitions are based on the skill level and specialisation usually necessary to perform the tasks of the specific occupation, or of most occupations in the group. The definitions and skill level statements apply to the occupation and not persons working in the occupation. The allocation of a particular occupation to a particular skill level should be seen as indicative only and should not be used prescriptively.

The definitional material describing each occupation is intended primarily as an aid to interpreting occupation statistics classified to ANZSCO. The descriptions are, therefore, only a guide to the tasks undertaken and skills involved in various occupations and are not a definitive statement of what is required.

### FORMAT OF THE DEFINITIONS

This classification contains definitions for all major, sub-major, minor and unit groups, and occupations. The format of the definitions may vary slightly between the hierarchical levels, but all contain similar elements.



## **Major, sub-major, minor and unit group definitions**

The elements of major, sub-major, minor and unit group definitions are as follows:

- Main heading - consists of the level in the ANZSCO hierarchy (e.g. minor group), the code, and the title of the group in that order.
- Lead statement - describes the main activities undertaken in the group and, indirectly, the group's boundaries.
- Inclusion and exclusion statements - are included only where necessary to avoid potential for confusion and to clarify the scope of the group.
- Task list - a representative list of the principal or indicative tasks undertaken in the group. Because of the disparate nature of the occupations contained in 'miscellaneous' and 'other' groups, no task lists are provided for these groups.
- Skill level statement - specifies the requirements for competent performance of occupations in the group, expressed in terms of the amount of formal education and training, previous experience and on-the-job training. Any special requirements, such as registration or licensing, are indicated in this statement.
- List of lower categories - lists the categories (code and title) in the hierarchical level immediately below the group being defined.

The elements of major, sub-major, minor and unit group definitions are presented in the order shown above.

## **Occupation definitions**

The elements of occupation definitions are as follows:

- Code - the numerical representation of the occupation.
- Principal title - the title which best describes the particular occupation. It is generally the most commonly used title, although there are exceptions in cases where the most commonly used title is too broad or too narrow in meaning for the purposes of the ANZSCO occupation, or where occupations of different content are usually known by the same title.  
A small number of occupations are known by different titles in Australia and New Zealand. In these cases, a dual title, which notes the country-specific titles, has been used to describe the occupation, e.g. 'Migration Agent (Aus) / Immigration Consultant (NZ)'.
- Alternative title - any commonly used alternative title (or titles) for the occupation. These alternative titles have the same meaning as the principal title but may be less commonly used.
- Lead statement - describes the nature of the occupation, summarising the main activities undertaken and, indirectly, the occupation's boundaries. Any special requirements, such as registration or licensing, are indicated in this statement.
- Skill level - the number equating to the ANZSCO skill level of the occupation.
- Specialisation titles - any commonly used titles which refer to a subset of jobs belonging to the occupation designated in the principal title. These jobs involve the performance of specialised tasks rather than the broader range of tasks usually performed in the occupation.

The elements of occupation definitions are presented in the order shown above.

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[Contents](#) >> Major Group 1 Managers

### MAJOR GROUP 1 MANAGERS

MANAGERS plan, organise, direct, control, coordinate and review the operations of government, commercial, agricultural, industrial, non-profit and other organisations, and departments.

#### **Indicative Skill Level:**

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In New Zealand:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- setting the overall direction and objectives of organisations and departments within organisations
- formulating, administering and reviewing policy and legislation to ensure organisational and departmental objectives are met
- directing and coordinating the allocation of assets and resources
- directing, controlling and coordinating the activities of organisations and departments, either personally or through senior subordinate staff
- monitoring and evaluating overall organisational and departmental performance, and adjusting policies, rules and regulations to ensure objectives are met
- representing the organisation at official occasions, in negotiations, at conventions, seminars, public hearings and forums, and liaising between areas of responsibility

This section contains the following subsection :

[SUB-MAJOR GROUP 11 Chief Executives, General Managers and Legislators](#)

[SUB-MAJOR GROUP 12 Farmers and Farm Managers](#)

[SUB-MAJOR GROUP 13 Specialist Managers](#)

[SUB-MAJOR GROUP 14 Hospitality, Retail and Service Managers](#)

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### MAJOR GROUP 2 PROFESSIONALS

PROFESSIONALS perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in the fields of the arts, media, business, design, engineering, the physical and life sciences, transport, education, health, information and communication technology, the law, social sciences and social welfare.

#### Indicative Skill Level:

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2)

In New Zealand:

Bachelor degree or higher qualification. At least five years of relevant experience may substitute for the formal qualification (ANZSCO Skill Level 1); or

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2).

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

Some occupations, such as those in Sub-Major Group 21 Arts and Media Professionals, require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

**Tasks Include:**

- communicating ideas through language, printed and electronic media, and artistic media including the visual and performing arts
- analysing, planning, developing and implementing programs and solutions to resolve business and economic problems
- providing services in financial accounting, human resource development, publicity and marketing, and the efficient operation of organisations
- flying aircraft, and controlling and directing the operation of ships, boats and marine equipment
- conducting and analysing research to extend the body of knowledge in the field of the sciences and developing techniques to apply this knowledge
- designing products, buildings and other physical structures, and engineering systems
- researching and developing curricula, and teaching students in a range of educational settings
- designing, implementing, testing and maintaining technologies and services that enable information to be accessed, stored, manipulated, processed, and disseminated
- identifying, treating, and advising on, health, social, and personal issues
- advising clients on legal matters

This section contains the following subsection :

[SUB-MAJOR GROUP 21 Arts and Media Professionals](#)

[SUB-MAJOR GROUP 22 Business, Human Resource and Marketing Professionals](#)

[SUB-MAJOR GROUP 23 Design, Engineering, Science and Transport Professionals](#)

[SUB-MAJOR GROUP 24 Education Professionals](#)

[SUB-MAJOR GROUP 25 Health Professionals](#)

[SUB-MAJOR GROUP 26 ICT Professionals](#)

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### MAJOR GROUP 3 TECHNICIANS AND TRADES WORKERS

TECHNICIANS AND TRADES WORKERS perform a variety of skilled tasks, applying broad or in-depth technical, trade or industry specific knowledge, often in support of scientific, engineering, building and manufacturing activities.

#### **Indicative Skill Level:**

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV or at least three years of relevant experience (ANZSCO Skill Level 3)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3)



In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

**Tasks Include:**

- carrying out tests and experiments, and providing technical support to Health Professionals, Natural and Physical Science Professionals and Engineering Professionals
- providing technical support to users of computer hardware and software
- fabricating, repairing and maintaining metal, wood, glass and textile products
- repairing and maintaining motor vehicles, aircraft, marine craft and electrical and electronic machines and equipment
- constructing, repairing, fitting-out and finishing buildings and other structures
- operating printing and binding equipment
- preparing and cooking food
- shearing, caring for, training and grooming animals, and assisting Veterinarians
- propagating and cultivating plants, and establishing and maintaining turf surfaces for sporting events
- cutting and styling hair
- operating chemical, gas, petroleum and power generation equipment
- providing technical assistance for the production, recording and broadcasting of artistic performances

This section contains the following subsection :

[SUB-MAJOR GROUP 31 Engineering, ICT and Science Technicians](#)

[SUB-MAJOR GROUP 32 Automotive and Engineering Trades Workers](#)

[SUB-MAJOR GROUP 33 Construction Trades Workers](#)

[SUB-MAJOR GROUP 34 Electrotechnology and Telecommunications Trades Workers](#)

[SUB-MAJOR GROUP 35 Food Trades Workers](#)

[SUB-MAJOR GROUP 36 Skilled Animal and Horticultural Workers](#)

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### MAJOR GROUP 4 COMMUNITY AND PERSONAL SERVICE WORKERS

COMMUNITY AND PERSONAL SERVICE WORKERS assist Health Professionals in the provision of patient care, provide information and support on a range of social welfare matters, and provide other services in the areas of aged care and childcare, education support, hospitality, defence, policing and emergency services, security, travel and tourism, fitness, sports and personal services.

#### Indicative Skill Level:

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- attending accidents, planning and implementing leisure activities for individuals in health care and the community, and providing nursing care for patients
- advising clients on emotional, financial, recreational, health, housing and other social welfare matters
- planning, conducting and participating in educational and recreational activities to encourage the physical, social, emotional and intellectual development of children
- assisting Professionals in the provision of care and support to aged and disabled persons, patients in hospitals, clinics and nursing homes, and children in residential care establishments
- serving and selling food and beverages in bars, cafes and restaurants, supervising staff in hotels, carrying luggage and escorting guests
- maintaining public order and safety and providing specialised military services to the defence forces
- protecting, patrolling and guarding properties and advising clients on security requirements
- providing a range of personal services such as beauty therapy, teaching people to drive, arranging funerals, and organising and providing advice about travel and accommodation
- organising and supervising groups and individuals pursuing physical fitness goals and outdoor adventure, participating in and officiating at sporting competitions, and coaching and training sporting competitors

This section contains the following subsection :

[SUB-MAJOR GROUP 41 Health and Welfare Support Workers](#)

[SUB-MAJOR GROUP 42 Carers and Aides](#)

[SUB-MAJOR GROUP 43 Hospitality Workers](#)

[SUB-MAJOR GROUP 44 Protective Service Workers](#)

[SUB-MAJOR GROUP 45 Sports and Personal Service Workers](#)

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### MAJOR GROUP 5 CLERICAL AND ADMINISTRATIVE WORKERS

CLERICAL AND ADMINISTRATIVE WORKERS provide support to Managers, Professionals and organisations by organising, storing, manipulating and retrieving information.

#### **Indicative Skill Level:**

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- administering contracts, programs and projects
- setting, reviewing and controlling office functions
- performing clerical, secretarial, organisational and other administrative functions
- entering, processing and editing text and data
- greeting clients and visitors, and responding to inquiries and requests for information
- producing, recording and evaluating financial, production, stock and statistical information
- receiving, processing and sending mail, documents and information

This section contains the following subsection :

[SUB-MAJOR GROUP 51 Office Managers and Program Administrators](#)

[SUB-MAJOR GROUP 52 Personal Assistants and Secretaries](#)

[SUB-MAJOR GROUP 53 General Clerical Workers](#)

[SUB-MAJOR GROUP 54 Inquiry Clerks and Receptionists](#)

[SUB-MAJOR GROUP 55 Numerical Clerks](#)

[SUB-MAJOR GROUP 56 Clerical and Office Support Workers](#)

[SUB-MAJOR GROUP 59 Other Clerical and Administrative Workers](#)

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### MAJOR GROUP 6 SALES WORKERS

SALES WORKERS sell goods, services and property, and provide sales support in areas such as operating cash registers and displaying and demonstrating goods.

ICT and Technical Sales Representatives are excluded from this major group. ICT Sales Representatives are included in Unit Group 2252 ICT Sales Professionals. Technical Sales Representatives are included in Unit Group 2254 Technical Sales Representatives.

#### Indicative Skill Level:

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Associate Degree, Advanced Diploma or Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

AQF Certificate III including at least two years of on-the-job training, or AQF Certificate IV, or at least three years of relevant experience (ANZSCO Skill Level 3); or

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)



In New Zealand:

NZ Register Diploma, or at least three years of relevant experience (ANZSCO Skill Level 2); or

NZ Register Level 4 qualification, or at least three years of relevant experience (ANZSCO Skill Level 3); or

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- promoting goods and services, properties and businesses to potential buyers
- selling goods and services, properties and businesses to buyers
- engaging prospective buyers
- determining buyers' requirements
- receiving and processing payments for goods and services, properties and businesses purchased by a variety of payment methods

This section contains the following subsection :

[SUB-MAJOR GROUP 61 Sales Representatives and Agents](#)

[SUB-MAJOR GROUP 62 Sales Assistants and Salespersons](#)

[SUB-MAJOR GROUP 63 Sales Support Workers](#)

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### MAJOR GROUP 7 MACHINERY OPERATORS AND DRIVERS

MACHINERY OPERATORS AND DRIVERS operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, move materials, and transport passengers and freight.

#### **Indicative Skill Level:**

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III (ANZSCO Skill Level 4)

In New Zealand:

NZ Register Level 2 or 3 qualification (ANZSCO Skill Level 4)

At least one year of relevant experience may substitute for the formal qualifications listed above. In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification.

#### **Tasks Include:**

- setting up, controlling and monitoring the operation of machines, plant and equipment

- cleaning machines, plant and equipment and performing minor repairs
- transporting passengers and freight to set destinations
- receiving, loading, unloading and despatching goods

This section contains the following subsection :

[SUB-MAJOR GROUP 71 Machine and Stationary Plant Operators](#)

[SUB-MAJOR GROUP 72 Mobile Plant Operators](#)

[SUB-MAJOR GROUP 73 Road and Rail Drivers](#)

[SUB-MAJOR GROUP 74 Storepersons](#)

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### MAJOR GROUP 8 LABOURERS

LABOURERS perform a variety of routine and repetitive physical tasks using hand and power tools, and machines either as an individual or as part of a team assisting more skilled workers such as Trades Workers, and Machinery Operators and Drivers.

#### **Indicative Skill Level:**

Most occupations in this major group have a level of skill commensurate with the qualifications and experience outlined below.

In Australia:

AQF Certificate II or III, or at least one year of relevant experience (ANZSCO Skill Level 4); or

AQF Certificate I, or compulsory secondary education (ANZSCO Skill Level 5)

In New Zealand:

NZ Register Level 2 or 3 qualification, or at least one year of relevant experience (ANZSCO Skill Level 4); or

NZ Register Level 1 qualification, or compulsory secondary education (ANZSCO Skill Level 5)

In some instances relevant experience and/or on-the-job training may be required in addition to the formal

qualification. In the case of some Skill Level 5 occupations, a short period of on-the-job training may be required in addition to or instead of the formal qualification, or no formal qualification or on-the-job training may be required.

**Tasks Include:**

- cleaning commercial, industrial and domestic premises, vehicles and machines
- spreading, levelling and finishing concrete and bituminous paving materials, and assembling and erecting scaffolding and rigging
- loading and unloading machines, assembling components, and grading, inspecting and packing products
- assisting with cultivating and harvesting crops, plants and forests, and with livestock production
- processing meat and seafood, and assisting with producing and preparing food
- loading and unloading freight from trucks, trains and ships, and stocking shelves in stores and supermarkets

This section contains the following subsection :

[SUB-MAJOR GROUP 81 Cleaners and Laundry Workers](#)

[SUB-MAJOR GROUP 82 Construction and Mining Labourers](#)

[SUB-MAJOR GROUP 83 Factory Process Workers](#)

[SUB-MAJOR GROUP 84 Farm, Forestry and Garden Workers](#)

[SUB-MAJOR GROUP 85 Food Preparation Assistants](#)

[SUB-MAJOR GROUP 89 Other Labourers](#)

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### APPENDIX A SUMMARY CORRESPONDENCE BETWEEN ANZSCO REVISION 1 AND ASCO SECOND EDITION AND NZSCO 1999

The [summary correspondence table](#) (concordance) presented here provides an overview of the conceptual relationship between occupations in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) Revision 1 and both the Australian Standard Classification of Occupations (ASCO) Second Edition and the New Zealand Standard Classification of Occupations (NZSCO) 1999.

The letter 'p' indicates where there is a partial match from one classification to the other. For example:

ASCO Second Edition		ANZSCO Revision 1		NZSCO 1999	
p = partial match				p = partial match	
6199-15	p Mail Supervisor	561212	Postal Delivery Officer	41423	Postal Deliverer
8114-13	Postal Delivery Officer			41424	p Mail Delivery Contractor
				91211	p Courier and Deliverer

The relationship between ANZSCO Revision 1 and ASCO Second Edition illustrated in the correspondence table above, indicates that the ANZSCO Revision 1 occupation 561212 Postal Delivery Officer comprises some of the jobs which were classified in the ASCO Second Edition occupation 6199-15 Mail Supervisor and all of the jobs classified in the ASCO Second Edition occupation 8114-13 Postal Delivery Officer.

The relationship between ANZSCO Revision 1 and NZSCO 1999 illustrated above, indicates that the ANZSCO Revision 1 occupation 561212 Postal Delivery Officer comprises all of the jobs which were classified in the NZSCO 1999 occupation 41423 Postal Deliverer, some of the jobs classified in the NZSCO 1999 occupation 41424 Mail Delivery Contractor and some of the jobs classified in the NZSCO 1999 occupation 91211 Courier and Deliverer.

Detailed correspondence tables between [ANZSCO Revision 1 and ASCO Second Edition](#), and [ANZSCO Revision 1 and NZSCO 1999](#) are available in electronic format from the Australian Bureau of Statistics (ABS) and Statistics New Zealand (Statistics NZ) websites.

These correspondences present important summary information for understanding the changes that have taken place in the definition of occupations between ANZSCO Revision 1 and ASCO Second Edition, and ANZSCO Revision 1 and NZSCO 1999. They do not, however, identify the proportion of an ASCO Second Edition occupation or an NZSCO 1999 occupation that would fall into a relevant ANZSCO Revision 1 occupation and vice versa.

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### APPENDIX B AUSTRALIAN QUALIFICATIONS FRAMEWORK

The five skill levels in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) are defined in terms of formal education and training, previous experience and on-the-job training.

In Australia, the formal education and training component is measured in terms of educational qualifications as set out in the Australian Qualifications Framework (the AQF). This appendix outlines the AQF in practise at the time of the development of ANZSCO.

The AQF is a single national and comprehensive system of qualifications in Australia. The AQF is endorsed by the Australian Government and therefore an AQF qualification is recognised all around Australia.

AQF qualifications link with each other, creating learning pathways between school, vocational education and training and university as education and career ambitions change or develop.



## PURPOSES OF AQF

The AQF has a number of key purposes. They are:

- provide nationally consistent recognition of outcomes achieved in post-compulsory education
- help with developing flexible pathways which assist people to move more easily between education and training sectors and between those sectors and the labour market by providing the basis for recognition of prior learning including credit transfer and work and life experience
- integrate and streamline the requirements of participating providers, employers and employees, individuals and interested organisations
- offer flexibility to suit the diversity of purposes of education and training
- encourage individuals to progress through the levels of education and training by improving access to qualifications, clearly defining avenues for achievements, and generally contributing to lifelong learning
- encourage the provision of more and higher quality vocational education and training through qualifications that normally meet workforce requirements and vocational needs, thus contributing to national economic performance
- promote national and international recognition of qualifications offered in Australia.

## AQF GUIDELINES

The AQF incorporates qualification titles and guidelines. The guidelines specify the characteristics of learning outcomes as well as explaining the responsibilities for assessment, issuance and certification. They are set out in a common format to enable comparisons and assist in distinguishing between qualifications. This common format covers the following areas:

- Purpose - aim of the guideline
- Context - why the guideline is necessary
- Learning Outcomes:
  - Authority - the ultimate determinants of the qualification
  - Characteristics - a description of learning outcomes or competencies to be achieved for this particular qualification
  - Distinguishing Features - the features that distinguish adjacent qualifications
- Responsibilities of Assessment - who is ultimately responsible for assessment
- Pathways to the Qualification - how the qualification can be achieved
- Authority to Issue the Qualification - who issues the qualification
- Certification Issued - when the qualification is issued and what is issued.

## AQF QUALIFICATIONS

The qualifications are:

Senior Secondary Certificate of Education

Certificate I  
Certificate II  
Certificate III  
Certificate IV  
Diploma  
Advanced Diploma, Associate Degree  
Bachelor Degree  
Vocational Graduate Certificate  
Vocational Graduate Diploma  
Graduate Certificate  
Graduate Diploma  
Masters Degree  
Doctoral Degree

## FURTHER INFORMATION

Guidelines for each qualification are provided in the **AQF Implementation Handbook** (2002) or by visiting the [AQF](#) website.

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### APPENDIX C NEW ZEALAND REGISTER OF QUALITY ASSURED QUALIFICATIONS

The five skill levels in the Australian and New Zealand Standard Classification of Occupations (ANZSCO) are defined in terms of formal education and training, previous experience and on-the-job training.

In New Zealand, the formal education and training component is measured in terms of educational qualifications as set out in the New Zealand Register of Quality Assured Qualifications, Te Ahurutanga (the Register). This appendix outlines the Register in practise at the time of the development of ANZSCO.

The Register is a comprehensive list of all quality assured qualifications in New Zealand. Qualifications are quality assured by a recognised approval and accreditation body, and are automatically included on the Register. They can be viewed and compared on the [KiwiQuals](#) website.

The Register is the result of extensive consultation and has the support of the New Zealand Vice-Chancellors Committee, the Association of Polytechnics in New Zealand and the Association of Colleges of Education in New Zealand.

## **PURPOSES OF THE REGISTER**

The Register has a number of key purposes. They are to:

- identify clearly all quality assured qualifications in New Zealand
- ensure that all qualifications have a purpose and relation to each other that students and the public can understand
- maintain and enhance learners' ability to transfer credit by the establishment of a common system of credit
- enhance and build on the international recognition of New Zealand qualifications.

## **INFORMATION HELD ON THE REGISTER**

The following information is held on the Register:

- title of the qualification
- level at which the qualification is registered
- outcome statement attached to the qualification
- credit requirements of the qualification
- subject classification
- qualification developer/provider details.

## **THE REGISTER'S QUALIFICATIONS**

The Register has ten levels and comprises qualifications that are registered according to an agreed set of title definitions.

Level	Naming Sequence
10	Doctorates
9	Masters Degrees
8	Postgraduate Diplomas and Certificates, Bachelors Degrees with Honours
7	Bachelors, Graduate Diplomas
6	Graduate Certificates
5	Diplomas
4	Certificates
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2	
1	

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### APPENDIX D EMPLOYABILITY SKILLS

In developing the skill specialisation criteria for the Australian and New Zealand Standard Classification of Occupations (ANZSCO), employability skills were considered as a possible additional dimension. Employers are increasingly using employability skills in conjunction with technical or job-specific skills when assessing the suitability of an individual for a particular occupation.

The employability skills considered for ANZSCO were those published by the (then) Australian Government Department of Education, Science and Training in March 2002 in the report [Employability Skills for the Future](#). This report discusses the employability skill needs of industry in Australia. It is based on research undertaken with industry.

The report identified two facets to employability skills: 'personal attributes' and 'generic skills'.

### PERSONAL ATTRIBUTES

The 'personal attributes' component of employability skills includes the following qualities: loyalty, commitment, honesty and integrity, enthusiasm, reliability, personal presentation, commonsense, positive self-esteem, sense of humour, balanced attitude to work and home life, ability to deal with pressure, motivation and adaptability. As they relate to the individual rather than the occupation, they are not appropriate as classification criteria.

## GENERIC SKILLS

There were eight 'generic skills' identified:

- communication skills that contribute to productive and harmonious relations between employees and customers
- team work skills that contribute to productive working relationships and outcomes
- problem-solving skills that contribute to productive (enterprise) outcomes
- initiative and enterprise skills that contribute to innovative outcomes
- planning and organisation skills that contribute to long-term and short-term strategic planning
- self-management skills that contribute to employee satisfaction and growth
- learning skills that contribute to ongoing improvement and expansion in employee and company operations and outcomes
- technology skills that contribute to the effective execution of tasks.

The generic skills have not been incorporated into ANZSCO because they are applicable to most occupations and therefore have limited value as classification criteria.

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